

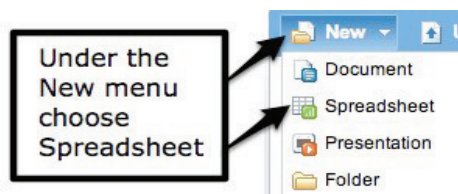
Using Google Spreadsheets to enter and graph data

<http://docs.google.com>

Created by Liz B. Davis
May 11, 2008



1. Open a new spreadsheet and enter your data.



| | A | B |
|---|-----------|--------|
| 1 | Fruit | Number |
| 2 | Apples | 12 |
| 3 | Bananas | 18 |
| 4 | Oranges | 25 |
| 5 | Pineapple | 6 |
| 6 | Kiwi | 9 |
| 7 | | |
| 8 | | |

2. Toolbar Options

Choose the Formulas tab to find the sum, average, min, max and more about your data.

Choose the Discuss tab to chat Online with collaborators.

Share and/or publish your spreadsheet



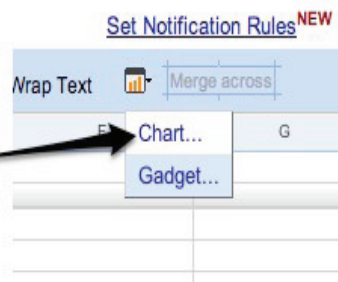
Click here to graph your data

3. Highlight the data and choose Chart

Highlight the data (include the column titles)

| | A | B |
|---|-----------|--------|
| 1 | Fruit | Number |
| 2 | Apples | 12 |
| 3 | Bananas | 18 |
| 4 | Oranges | 25 |
| 5 | Pineapple | 6 |
| 6 | Kiwi | 9 |

Choose Chart



4. Enter your chart preferences.

Create chart [X]

What type?

Columns Bars Pie Lines Area Scatter

Sub type

What data?

A1:B6

Group data by Rows Columns

Use row 1 as labels
 Use column A as labels

Labels

Title the Chart

Chart title Favorite Fruits

Horizontal axis Fruit

Vertical axis Number

Legend On right

Reverse categories

Preview

Favorite Fruits

Apples
Bananas
Oranges
Pineapple
Kiwi

Save chart Cancel

Choose the chart type

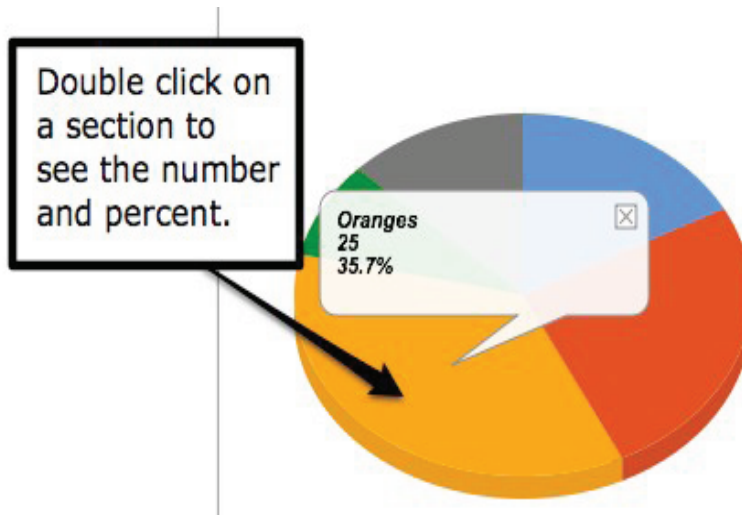
Title the Chart

Label the axes

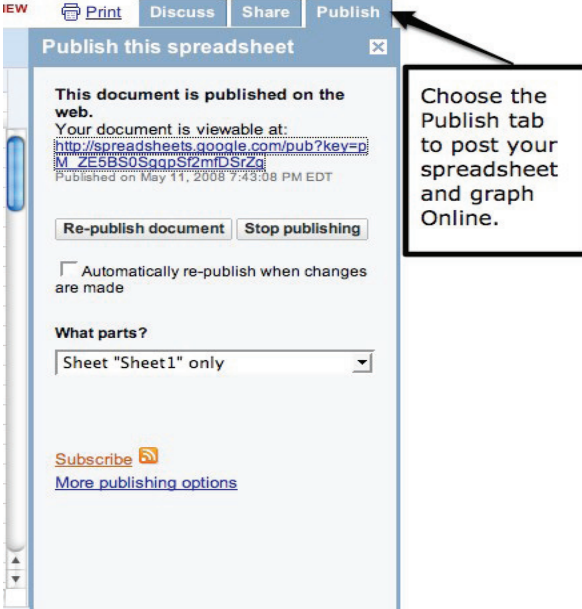
Group data by rows or columns

Save chart when done

5. Interact with the chart.



6. Publish the spreadsheet and chart.



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What parts?
Sheet "Sheet1" only

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Choose the Publish tab to post your spreadsheet and graph Online.